

**VILLAGE OF COTTAGE GROVE PROCEDURAL CHECKLIST FOR:  
SITE PLAN REVIEW AND APPROVAL**

This form should be used by the Applicant as a guide to submitting a complete application for a site plan review and by the Village to process said application. Part II should be used by the Applicant to submit a complete application; Parts I-III should be used by the Village as a guide when processing said application.

**I. RECORDATION OF ADMINISTRATIVE PROCEDURES**

\_\_\_\_\_ Pre-submittal staff meeting scheduled:

Date of Meeting:\_\_\_\_\_ Time of Meeting:\_\_\_\_\_ Date:\_\_\_\_\_ by:\_\_\_\_\_

Follow-up pre-submittal staff meetings scheduled for:

\_\_\_\_\_ Date of Meeting:\_\_\_\_\_ Time of Meeting:\_\_\_\_\_ Date:\_\_\_\_\_ by:\_\_\_\_\_

\_\_\_\_\_ Date of Meeting:\_\_\_\_\_ Time of Meeting:\_\_\_\_\_ Date:\_\_\_\_\_ by:\_\_\_\_\_

\_\_\_\_\_ Date of Meeting:\_\_\_\_\_ Time of Meeting:\_\_\_\_\_ Date:\_\_\_\_\_ by:\_\_\_\_\_

\_\_\_\_\_ Date of Meeting:\_\_\_\_\_ Time of Meeting:\_\_\_\_\_ Date:\_\_\_\_\_ by:\_\_\_\_\_

\_\_\_\_\_ Application form filed with Zoning Administrator: Date:\_\_\_\_\_ by:\_\_\_\_\_

\_\_\_\_\_ Application fee of \$\_\_\_\_\_ received by Zoning Administrator: Date:\_\_\_\_\_ by:\_\_\_\_\_

\_\_\_\_\_ Reimbursement of professional consultant costs agreement executed: Date:\_\_\_\_\_ by:\_\_\_\_\_

**II. APPLICATION SUBMITTAL PACKET REQUIREMENTS**

Prior to submitting the 20 final complete applications as certified by the Zoning Administrator, the Applicant shall submit 5 initial draft application packets for staff review, followed by one revised draft final application packet based upon staff review and comments.

Initial Packet (5 Copies to Zoning Administrator) Date:\_\_\_\_\_ by:\_\_\_\_\_

Draft Final Packet (1 Copy to Zoning Administrator) Date:\_\_\_\_\_ by:\_\_\_\_\_

x \_\_\_\_\_ (a) **A written description of the intended use describing in reasonable detail the:**

- \_\_\_\_\_ Existing zoning district(s) (and proposed zoning district(s) if different);
- \_\_\_\_\_ Land use plan map designation(s);
- \_\_\_\_\_ Current land uses present on the subject property;
- \_\_\_\_\_ Proposed land uses for the subject property (per Section 4.3)
- \_\_\_\_\_ Projected number of residents, employees, and daily customers;
- \_\_\_\_\_ Proposed amount of dwelling units, floor area, impervious surface area, and landscape surface area, and resulting site density, floor area ratio, impervious surface area ratio, and landscape surface area ratio;

- \_\_\_\_\_ Operational considerations relating to hours of operation, projected normal and peak water usage, sanitary sewer or septic loadings, and traffic generation;
- \_\_\_\_\_ Operational considerations relating to potential nuisance creation pertaining to noncompliance with the performance standards addressed in Section 9.0 including: street access, traffic visibility, parking, loading, exterior storage, exterior lighting, vibration, noise, air pollution, odor, electromagnetic radiation, glare and heat, fire and explosion, toxic or noxious materials, waste materials, drainage, and hazardous materials;
- \_\_\_\_\_ If no nuisances will be created (as indicated by complete and continuous compliance with the provisions of Section 13.0, then include the statement "The proposed development shall comply with all requirements of Section 13.0";
- \_\_\_\_\_ Exterior building and fencing materials
- \_\_\_\_\_ Possible future expansion and related implications for points above;
- \_\_\_\_\_ Any other information pertinent to adequate understanding by the Plan Commission of the intended use and its relation to nearby properties.

  x   \_\_\_\_\_ (b) **A Small Location Map** at 11" x 17" showing the subject property, all properties within 300 feet, and illustrating its relationship to the nearest street intersection. (A photocopy of the pertinent section of the City's Official Zoning Map with the subject property clearly indicated shall suffice to meet this requirement.)

  x   \_\_\_\_\_ (c) **A Property Site Plan drawing which includes:**

- \_\_\_\_\_ A title block which indicates the name, address and phone/fax number(s) of the current property owner and/or agent(s) (developer, architect, engineer, planner) for project;
- \_\_\_\_\_ The date of the original plan and the latest date of revision to the plan;
- \_\_\_\_\_ A north arrow and a graphic scale (not smaller than one inch equals 100 feet);
- \_\_\_\_\_ A reduction of the drawing at 11" x 17";
- \_\_\_\_\_ A legal description of the subject property;
- \_\_\_\_\_ All property lines and existing and proposed right-of-way lines with bearings and dimensions clearly labeled;
- \_\_\_\_\_ All existing and proposed easement lines and dimensions with a key provided and explained on the margins of the plan as to ownership and purpose;
- \_\_\_\_\_ All required building setback lines;
- \_\_\_\_\_ All existing and proposed buildings, structures, and paved areas, including including building entrances, walks, drives, decks, patios, fences, utility poles, drainage facilities, and walls;
- \_\_\_\_\_ The location and dimension (cross-section and entry throat) of all access points onto public streets;
- \_\_\_\_\_ The location and dimension of all on-site parking (and off-site parking provisions if they are to be employed), including a summary of the number of parking stalls provided versus required by the Ordinance;
- \_\_\_\_\_ The location and dimension of all loading and service areas on the subject property and labels indicating the dimension of such areas;
- \_\_\_\_\_ The location of all outdoor storage areas and the design of all screening devices;
- \_\_\_\_\_ The location, type, height, size and lighting of all signage on the subject property;

- \_\_\_\_\_ The location, height, design/type, illumination power and orientation of all exterior lighting on the subject property – including the clear demonstration of compliance with a limit of 1.0 footcandles at non-residential property lines and 0.5 footcandles at residential property lines;
- \_\_\_\_\_ The location and type of any permanently protected green space areas;
- \_\_\_\_\_ The location of existing and proposed drainage facilities;
- \_\_\_\_\_ In the legend, date for the subject property on:
  - \_\_\_\_\_ Lot Area;
  - \_\_\_\_\_ Floor Area;
  - \_\_\_\_\_ Floor Area Ratio (b/a);
  - \_\_\_\_\_ Impervious Surface Area;
  - \_\_\_\_\_ Impervious Surface Ratio (d/a);
  - \_\_\_\_\_ Building Height.

- x   \_\_\_\_\_ (d) **A Detailed Landscaping Plan of the subject property:**
  - \_\_\_\_\_ Scale same as main plan (> or equal to 1" equals 100')
  - \_\_\_\_\_ Map reduction at 11" x 17"
  - \_\_\_\_\_ Showing the location of all required buffer yard and landscaping areas
  - \_\_\_\_\_ Showing existing and proposed Landscape Point fencing
  - \_\_\_\_\_ Showing berm options for meeting said requirements
  - \_\_\_\_\_ Demonstrating complete compliance with the requirements of Village Landscaping Requirements
  - \_\_\_\_\_ Providing individual plant locations and species, fencing types and heights, and berm heights;
  
- x   \_\_\_\_\_ (e) **A Grading and Erosion Control Plan:**
  - \_\_\_\_\_ Same scale as the main plan (> or equal to 1" equals 100')
  - \_\_\_\_\_ Map reduction at 11" x 17"
  - \_\_\_\_\_ Showing existing and proposed grades including retention walls and related devices, and erosion control measures.
  
- x   \_\_\_\_\_ (f) **Elevation Drawings of proposed buildings or remodeling of existing buildings:**
  - \_\_\_\_\_ Showing finished exterior treatment;
  - \_\_\_\_\_ With adequate labels provided to clearly depict exterior materials, texture, color and overall appearance;
  - \_\_\_\_\_ Perspective renderings of the proposed project and/or photos of similar structures may be submitted, but not in lieu of adequate drawings showing the actual intended appearance of the buildings.
  
- \_\_\_\_\_ \_\_\_\_\_ (g) **A Certified Survey may be required by the Zoning Administrator in instances where he determines compliance with setbacks requirement may be difficult:**
  - \_\_\_\_\_ Prepared by a registered land surveyor;
  - \_\_\_\_\_ Showing property, and proposed buildings, structures and paved areas.

NOTE: **Initiation of Land Use or Development Activity:** Except with the written permission of the Zoning Administrator, absolutely no land use or development activity, including site clearing, Grubbing, or grading shall occur on subject property prior to the approval of the required site plan. Any such activity prior to such approval shall be a violation of this Ordinance and shall be subject to all applicable enforcement mechanisms and penalties.

NOTE: **Modification of an Approved Site Plan:** Any and all variation between development and/or land use activity on the subject property and the approved site plan is a violation of this Ordinance. An approved site plan shall be revised and approved via the procedures of Subsections 4.2 and 4.4, above, so as to clearly and completely depict any and all proposed Modifications to the previously approved site plan, prior to the initiation of said modifications.

NOTE: **Sunset Clause:** All buildings on an approved site plan not fully developed within two years of final Village Board approval shall expire, and all other portions of a project on an approved site plan not fully developed within a period of five years of final Village Board approval shall expire, and no additional site plan development shall be permitted on undeveloped portions of the subject property. The Village Board may extend this period, as requested per the Applicant, through the conditional use process following a public hearing.

NOTE: **Fee:** A fee is required for this procedure. Refer to the Village Administrator.

### III. FINAL APPLICATION PACKET INFORMATION

\_\_\_\_\_ Receipt of 5 full scale copies in blueline or blackline of complete Final Application Packet  
by Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_ by: \_\_\_\_\_

\_\_\_\_\_ Receipt of 20 reduced (8.5" by 11" text and 11" x 17" graphics) copies of complete Final  
Application Packet by Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_ by: \_\_\_\_\_

### IV. ADDITIONAL REVIEWS REQUIRED.

Meetings of applicable committees, commissions and boards may be required for this application. Please review the listing below and

- Police Department
- Fire Department
- Engineer – MSA Professional Services
- EMS Department
- Planner
- Public Works Department
- Parks, Recreation Committee
- Utility Commission
- Environmental, Natural Area & Tree Board

Please verify with the Zoning Administrator on which of these are applicable to this site plan application.